

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Campus Student Ministry Associate	Status:	Part –Time (29 Hours)
Department:	Campus Life	FLSA:	Non-Exempt
Reports to:	Campus Family Staff Member	Job Class:	Professional
Supports:	Middle School (MS) and High School (HS) Students	Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Compensation	\$15,000 annual stipend and housing accommodations		

- I. **Job Summary:** A Student Ministry Associate (SMA) serves Oak Hills Church during a 12-month leadership program for college graduates desiring to explore student ministry through the local church. During that year, the SMA will be equipped and encouraged in a variety of hands-on ministry opportunities, leadership, and discipleship along with other SMAs from our 6 multi-site Campuses.
- II. **Application and Hiring Timeline:**
 - A. SMA Applications will be accepted and reviewed through February 28th.
 - B. Phone and/or in-person interviews take place during March 1st- 20th
 - C. Employment offer and hiring process to be completed by March 31st.
 - D. Employment start date: June 1st
- III. **Primary Duties and Responsibilities:**
 1. Support the Campus Student Ministry Staff by relationally investing in Students, enhance existing programming/events and assist in developing new ones.
 2. Assist in leading small groups, Weekend and Midweek Student Services on the Campus.
 3. Assist in implementing existing weekly Student programming and development of new ones.
 4. Other duties and responsibilities as assigned.
- IV. **Minimum Qualifications:**
 1. Active and growing in your personal relationship with Jesus Christ.
 2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
 3. Completion of Bachelor’s degree upon Employment Start Date.
 4. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment)
- V. **Knowledge and Abilities**
 1. Knowledge and understanding of adolescent learning development stages.
 2. Knowledge in personal/ project management principles and organization techniques.
 3. Knowledge in relational intelligence, grace and cross cultural sensitivity.
 4. Ability to communicate clearly and effectively through both verbal and written means.
 5. Ability to establish and maintain effective working relationships.
 6. Ability to plan, organize projects and prepare detailed reports and presentations.
 7. Ability to use computers and a variety of software applications.

VI. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VII. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within three (3) months of employment.
6. Work with Community Minister and Neighborhood Coaches and Leaders to maintain Student NH Groups.